



I. County and System Information

Contact: John Arntz

Phone: (415) 554-4375

Vendor and Voting System: Sequoia Voting Systems: Optech Insight, 400C and Edge II

Date: 1/29/08

II. Purpose

The purpose of an Election Observer Panel is to:

1. Provide an avenue for public observation of and input into the election process.
2. Assist in ensuring the integrity of the election process.
3. Encourage participation and build voter confidence in the election process.

III. Invite

At E-15 we prepared and sent letters via fax and e-mails inviting the following groups to observe our ballot processing and polling place processes:

1. Civil Grand Jury
2. Party Central Committees
3. League of Women Voters
4. Media

Other groups or individuals expressing an interest in observing Election Day activities are invited to sign in at Room 48, obtain an Observer Badge and schedule a guide.

IV. Appointment Letters and Observing Material.

After the groups have provided the names of interested panelists, prepare letters of introduction for the panelist to use when visiting polling places on election. Materials to be prepared for each panelist will include an official personalized Observer Badge, a listing of all polling places within the county for this election, as well as the Observer Guide, schedule, location and detailed activities.

V. Mechanism for Feedback

Observers that "register" with the County will encouraged to provide feedback on their experiences.



San Francisco City Hall

The San Francisco Department of Elections is responsible for conducting all federal, state and local elections in the City and County of San Francisco.

1 Dr. Carlton B. Goodlett Place, Rm. 48

415-554-4375

415-554-7344 fax

www.sfgov.org/election

OFFICE HOURS

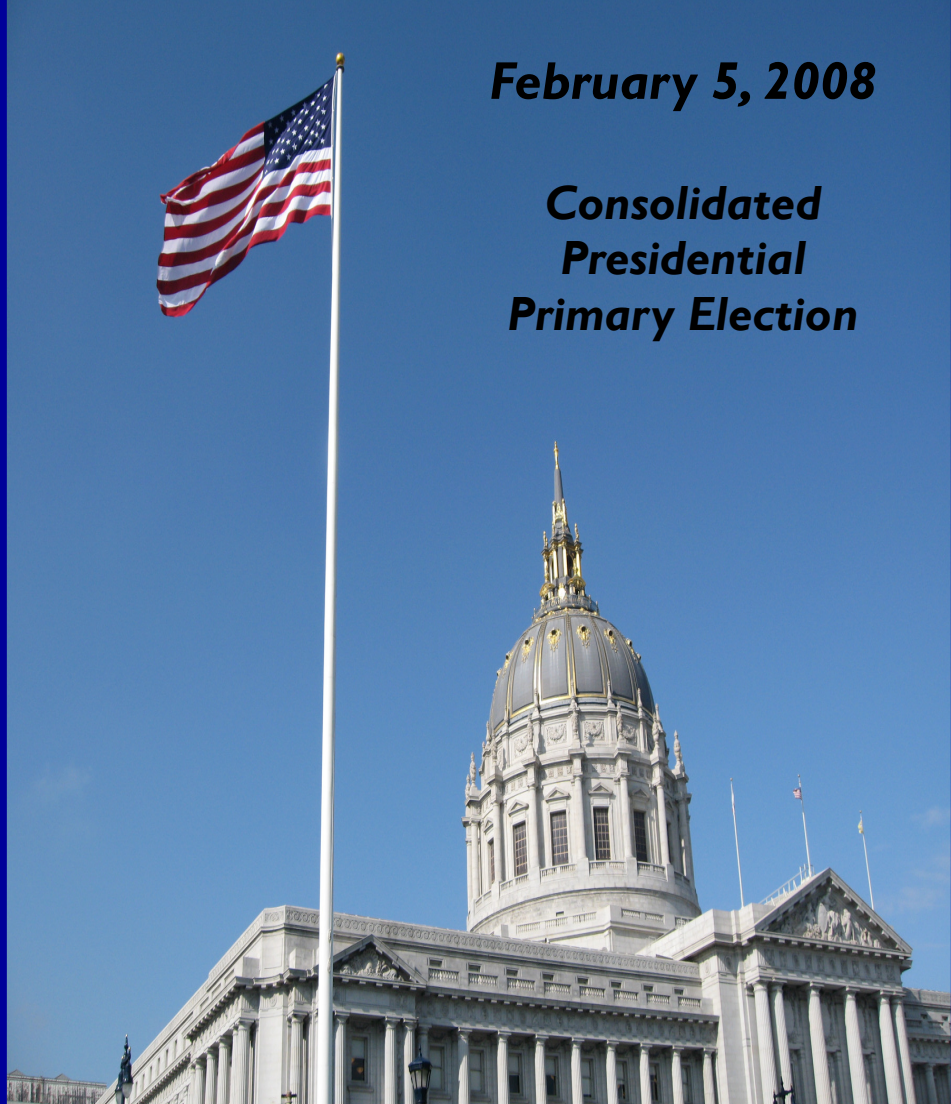
Monday through Friday

8:00 A.M. to 5:00 P.M.

OBSERVER GUIDE

February 5, 2008

*Consolidated
Presidential
Primary Election*





**San Francisco
Department of Elections
1 Dr. Carlton B. Goodlett Place,
Room 48
San Francisco, CA 94102**



“...Conduct all public federal state, district and municipal elections in the City and County...[This includes] voter registration; the nomination and filing process for candidates to City and County offices; the preparation and distribution of voter information materials; ballots, precinct operations and vote count; the prevention of fraud in such elections; and the recount of ballots in cases of challenge or fraud.”

(San Francisco Charter § 13.104)

OBSERVER NOTES

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The Observer Guide is intended to provide general information about observing the election process and does not have the force and effect of law, regulation or rule. It is distributed with the understanding that the Department of Elections (DOE) is not rendering legal advice, and therefore, the guide is not to be a substitute for legal counsel for the individual or organization using it. In case of conflict, the law, regulation or rule will apply.

RULES OF CONDUCT

Citizens have the right to observe the processing and counting of ballots. To ensure the smooth functioning of the election, we request that all observers follow these rules of conduct:



- ♦ The DOE Site Supervisor shall designate observation areas at each site where observers can watch election processes. Due to limited space, the number of observers at one time may be restricted so as not to disrupt the work in progress.
- ♦ Observers must not disrupt the DOE staff or operations. Observers should address all questions and concerns, including challenges to the handling of ballots, to the Site Supervisor. Please do not speak directly with staff.
- ♦ Observers must keep at arm's length from staff at all times and must not touch any equipment, ballot containers, handle any ballots or enter restricted areas unless accompanied by DOE staff.
- ♦ Eating and drinking are prohibited inside the DOE or any observation area.
- ♦ Please turn off cell phones inside all DOE sites.
- ♦ If you fail to observe these *Rules of Conduct*, you may be asked to leave the premises.

THE CANVASS PROCESS (CONTINUED)

Canvass Observers

- ♦ The canvass area is secured 24 hours a day by the City and County's Sheriff's Department .
- ♦ The area is accessible only to authorized personnel with the proper ID card or to observers accompanied by assigned DOE staff.
- ♦ Observers may ask questions and make notes of the proceedings but shall not interfere with the orderly process of the canvass or assist in the operations of the canvass.
- ♦ No ballots may be taken from the area without a written memo from the Director of Elections and only if proper arrangements for security during transfer are available.
- ♦ No eating is allowed in the canvass area.
- ♦ Loud noises and other distractions are prohibited. The use of personal audio players are not allowed while canvass is in progress.

Location

Canvassing is conducted at the Department's Warehouse located at Pier 48.



THE CANVASS PROCESS

California Election Code § 15302

Official canvass tasks include, but are not limited to, the following:

- a) Inspection of all materials and supplies returned by poll workers;
- b) A reconciliation of the number of signatures on the roster with the number of ballots recorded on the ballot statement;
- c) In the event of a discrepancy in the reconciliation required by subdivision (b), the number of ballots received from each polling place shall be reconciled with the number of ballots cast, as indicated on the ballot statement;
- d) A reconciliation of the number of ballots counted, spoiled, canceled, or invalidated due to identifying marks, overvotes, or as otherwise provided by statute, with the number of votes recorded, including Vote-by-Mail and Provisional ballots, by the vote counting system;
- e) Processing and counting any valid Vote-by-Mail and Provisional ballots not included in the semifinal official canvass.
- f) Counting any valid write-in votes;
- g) Reproduction of damaged ballots, if necessary;
- h) Reporting final results to the governing board and the Secretary of State, as required.

California State law also requires an official canvass audit of the vote tabulating equipment to ensure the accuracy and validity of the results CAEC §15360. This entails numerous manual processes that verify the accuracy of the computer count, including a hand tally of ballots cast in 1% of the precincts and Vote-by-Mail ballots. The Department will also need to conduct a 100% tally of all the EDGE Voter Verifiable Paper Audit trails (VVPAT).

California election law allows 28-days following an election for the election official to conduct the official canvass and certify the election results. The Official Canvass is open to the public. California Elections Code § 15301 requires the official canvass to begin no later than Thursday following Election Day.

OBSERVERS AND THE MEDIA must sign in and out at the DOE reception counter (Room 48, City Hall). Observers will be issued an observer's badge and assigned to a DOE guide. Observer badges must be returned to the DOE reception counter upon signing out.

REMINDER:

Observers may only ask questions to the Site Supervisor on duty in the area being observed.

OBSERVATION ACTIVITIES

PRE-ELECTION

- Logic & Accuracy (L&A) testing of voting machines, which includes the following:
 - Insight machines (precinct optical scan ballot tabulators)
 - 400C machines (Vote-by-Mail and precinct ballot optical scan and tabulator)
 - EDGE Voter Assist Terminals (a touch screen machine designed primarily to assist people with specific needs to vote independently and privately at the precinct or early voting counter. This machine provides a paper audit trail that voters are able to review before confirming their selections.)
- Receipt and storage of Vote-by-Mail ballots
- Signature/eligibility verification of Vote-by-Mail ballots
- Opening and preparation for counting of Vote-by-Mail ballots

ELECTION DAY

- 561 Polling Place Locations Citywide 7 am — 8 pm
- Results Reporting at City Hall, on the DOE website and SFGTV.
- Processing Center at Pier 48

(POST ELECTION) OFFICIAL CANVASS

- Processing provisional ballots and Vote-by-Mail ballots returned to polling places at City Hall and Pier 48
- Processing write-in ballots
- 1% manual tally of the precinct ballots and Vote-by-Mail ballots at Pier 48. 100% tally of all the EDGE Voter Verifiable Paper Audit Trails (VVPAT)
- Updated results releases at City Hall

PUBLIC OBSERVATION AREAS

The DOE designates certain areas for public viewing of the election process. The reception counter at Room 48 can assist you in locating these areas.

Once you arrive at the observation area, DOE staff will explain the specific processes at the various sites.

Please refer to the "Rules of Conduct" on Page 4 when observing the sites.

OBSERVING ON ELECTION NIGHT AT CITY HALL

- Vote-by-Mail Ballot processing can be viewed through the observation window of the Department of Elections, City Hall, Room 48.
- Two viewing monitors will be placed outside of the Department on Election Night.
- Election Night results can be viewed in the North Light Court at City Hall.
- If you have a question about the process you are observing, please ask for assistance at the DOE reception counter at Room 48.



THE REMAKE DECLARATION

Each member of each remake team is required to sign a declaration, under penalty of perjury, stating that the member followed all procedures and instructions provided by the Department of Elections, did not mishandle or tamper with any ballots or otherwise interfere with the elections process. A copy of the declaration is below.

BALLOT REMAKE DECLARATION

I, _____ worked for the San Francisco Department of
(full name)
Elections on _____ examining and remaking ballots that could not
(date)
be read by the vote counting equipment. I followed all procedures and instructions provided by the Department of Elections. I did not mishandle or tamper with any ballots. To the best of my knowledge and belief, I did not observe any other person mishandle or tamper with ballots, or otherwise interfere with the election process. I declare under penalty of perjury the laws of the State of California that the forgoing is true and correct. Executed this _____ Day of _____, 2008 at San Francisco, California.

(Signature)

THE REMAKE PROCESS (CONTINUED)

The Department of Elections determines when it is necessary to remake a ballot; they will also “remake” the photocopied faxed ballots issued to overseas voters prior to processing.

The remake crew consists of four (4) members: two (2) Screeners, and two (2) Markers. Working together, the Screeners review each ballot to determine whether a remake is necessary; the Markers must duplicate the votes cast on the original ballot on the remake ballot. The remake must reflect the intent of the voter, as determined by the Screeners. The Markers use ballot pens provided by the voting system vendor to ensure that the vote count equipment can read the marks.

The Markers must code both the original ballot and the remake (duplicate) ballot with the following information:

- “AV” to indicate that the original was an Vote-by-Mail ballot;
- “PV” to indicate that the original was a provisional ballot;
- Precinct number;
- Initials of the person marking the remake;
- Date the remake was made;
- Number of the remake ballot in sequence number; and
- Serial number to trace back to original ballot.

For example, for an Vote-by-Mail ballot, precinct number 3254, remade by John Smith, “JS” on February 5, 2008, where the remake was the first remake in a sequence starting with the number 001 (and counting with 002, 003, etc.), both the original and the remake card would include the following coding:

AV 3254 JS 2/5/08 001

CANDIDATES & COMMITTEES CAMPAIGN HEADQUARTERS

Candidates and/or their representatives may observe the Election Day and Night process by calling (415) 554-4390 before Election Day to make an appointment.

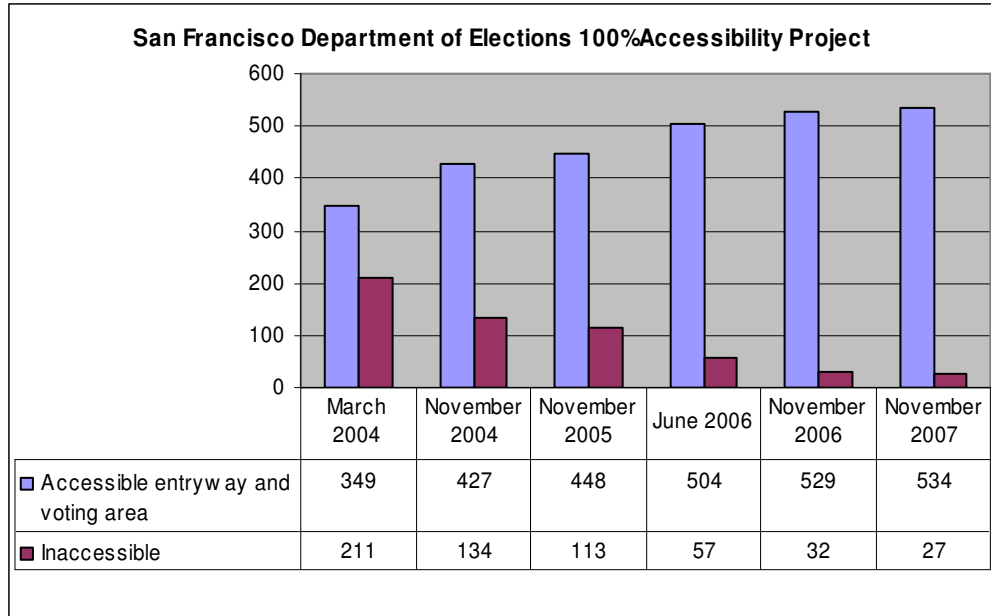
To maintain the integrity of the electoral process, the Department is unable to allow candidates to use the Department’s telephones or other resources. Additionally, observers must not interfere with the staff or any processes and all questions must be directed to the Site Supervisor.



PRE-ELECTION ACTIVITIES

POLLING PLACES & ACCESSIBILITY

The Precinct Services Division is responsible for providing clean, well-lit, accessible polling sites for 561 voting precincts located in San Francisco. During each election an average of thirteen percent of San Francisco's polling places change due to cancellations, which have to be relocated. This Division has worked very diligently to increase the accessibility of polling places. Below is a chart that represents the improvements that have been made.



In addition, the Department of Elections offers, at the polling places, the following option for voters with disabilities.

Assistive Voting Devices (NEW!) - The Help America Vote Act (HAVA) requires every polling place to provide at least one voting machine that is accessible to voters with specific needs. Voters with, but not limited to, sight and mobility impairments have the option to use a new ballot-marking machine. This machine is designed to help voters with specific needs to vote independently and privately.

This audio/touch screen voting machine, or the EDGE, provides multiple ways for voters to cast their vote, including a touch screen interface, an audio with Braille keypad, and an option to use other assistive devices such as a sip/puff device. The EDGE also assists voters by providing an audio function that allows voters to listen to instructions and ballot selections while marking their ballots, a zoom feature to increase screen and font size, and ballots and instructions in English, Chinese, and Spanish.

THE REMAKE PROCESS

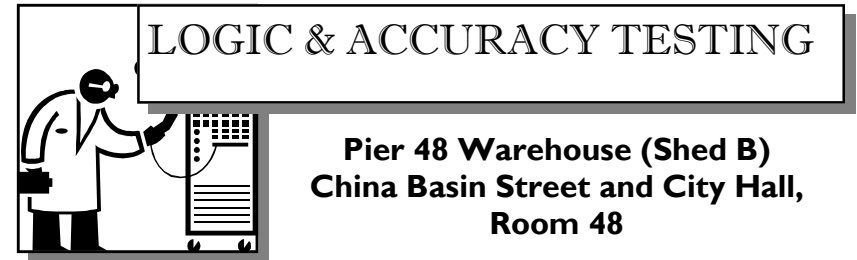
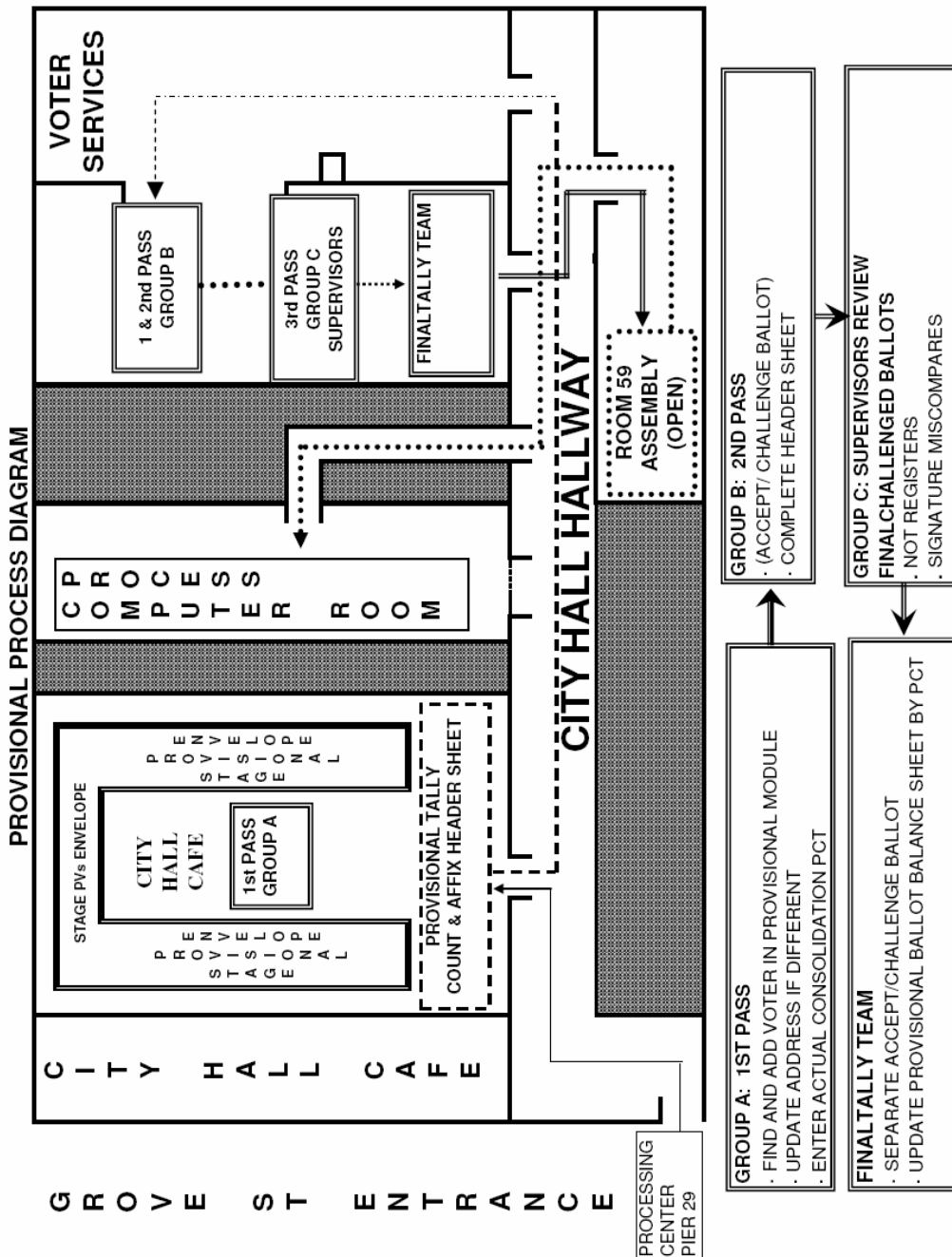
The California Constitution guarantees that each vote cast in accordance with State election laws shall be counted (California Constitution, Article II, § 2.5).

Under certain circumstances, when a ballot is lawfully cast but unreadable by the vote counting equipment, the Department of Elections must "remake" the ballot so the ballot can be read and processed by the equipment. For example, ballots that are torn, bent, folded, dirty, damp or damaged, must be remade.

The following is a list of the most common situations in which the Department of Election remakes ballots:

- A portion of the ballot is torn off;
- The ballot card is ripped;
- The ballot card is bent, folded, creased or wrinkled;
- The ballot card is damp, dirty, or sticky;
- The ballot card has ink smudges, eraser marks, or eraser holes;
- The ballot has stray marks that could interfere with the ability of the equipment to count votes cast on the ballot;
- The voter used a pencil or pen that cannot be detected by the vote counting equipment; and/or
- To capture voter intent.

PROVISIONAL PROCESS DIAGRAM



The Department of Elections is required by law to conduct Logic and Accuracy (L&A) testing of all vote tabulating equipment prior to each election. L&A testing is used to check that the voting equipment and tabulating system to be used for the election are working properly and to verify that the specific ballot information for each precinct is correctly coded. L&A testing ensures that all votes are properly and accurately recorded, tabulated, and reported.

L&A testing consists of running a set of marked test ballots (using applicable ballot types) through each voting machine and comparing the vote count with predetermined results to verify the accuracy of the formulated software for a specific election. On the EDGE voting system a similar procedure is run using a simulation process.

TESTING OF VOTE TABULATORS USED IN PRECINCT POLLING PLACES

The Insight and EDGE voting machines are stored at the Pier 48 Shed B warehouse located at China Basin Street in San Francisco. All workers and visitors are required to wear an identification badge. During non-working hours, the warehouse is secured.

When the precinct test ballots arrive from the printer, ballot test decks are prepared and transported to Pier 48 Shed B to begin the Logic and Accuracy testing of San Francisco's precinct voting system. There are 561 polling places and 2 ballot types for the February 5, 2008 Consolidated Presidential Primary Election. 561 memory packs (one each per Insight) are programmed to read the ballots specific to their polling site. In addition, 561 Results Cartridges containing the ballot type for a particular precinct will be programmed for the EDGE. The Department will also have additional Insight and EDGE units to serve as backups on Election Day.

LOGIC & ACCURACY TESTING (CONTINUED)

INSIGHT TESTING

Prior to testing, the Insights and their ballot bins are cleaned and prepared. The memory packs and Insight precinct ID cards are sorted and distributed to each machine to be tested. Test decks are read into each Insight. The Insight tape and precinct report are printed for each precinct and the report is proof read for accuracy by DOE staff. After this verification, the memory pack is placed in a container and shipped to City Hall where they will be uploaded and tallied.

A precinct report is printed based on the uploaded results and the report is proofed for integrity and accuracy by another DOE review team. After verification of the report, the memory packs are returned to the Insight testing personnel, zeroed out and placed in the Insight ready for Election Day.

Once an Insight has been successfully tested, a serialized seal is attached to the memory pack cover on the Insight to ensure that no untimely or unauthorized removal of the pack will occur. The Insight is then securely stored by routing number in preparation for delivery to the precincts.

EDGE TESTING

Edge machines are ballot marking machines that allow voters with specific needs to vote independently and privately using a touch screen or audio pad unit. These machines are tabulating machines like the Insight, but are tested differently. Testing is carried out by running a simulation card with predetermined test ballot scripts. After the machine has completed the simulation run, a manual testing is done. A summary report is printed and reviewed for accuracy.

Each Edge machine, after successful testing, will have a serialized seal placed on the memory card compartment and is now ready for use on Election Day.

VOTE-BY-MAIL & PROVISIONAL

Provisional ballots may be challenged by the Department of Elections on the following grounds:

- No voter signature;
- Signature does not compare or match the voter registration on file;
- Envelope is unsealed;
- No ballot is enclosed;
- Voter is listed in the Pink Roster and did not provide a valid California's license or California identification number or the last four digits of his/her Social Security number;
- Voter is not registered; and/or
- No residential address is provided on envelope.

NOTE: Ballots that are challenged are neither opened nor counted until review determination by the Department of Elections.

CHALLENGES BY OBSERVERS

CAEC § 15104-15108

California Elections Code 15104 states that Vote-by-Mail and Provisional ballot observers shall be allowed sufficiently close access to enable them to observe and challenge whether Department of Elections staff handling the Vote-by-Mail ballots are following established procedures, including the following:

- Verification of signatures and addresses by comparing them to voter registration file;
- The Vote-by-Mail was not received within the time provided by law;
- The voter is imprisoned for a conviction of a felony;
- Duplication of damaged or defective ballots; and
- Securing of Vote-by-Mail ballots to prevent any tampering with ballots before being counted on Election Day.

Challenges must be made before the affected envelope is opened by an elections official. Because the voter is not present, the challenger must present extraordinary proof of the validity of the challenge at the time the challenge is made.

The Director of Elections shall make the ruling on a campaign challenge. If the challenge is denied, the envelope shall be opened and the ballot counted. If the challenge is upheld, the envelope shall remain sealed. The cause of the challenge and its resolution is noted on the face of the sealed envelope.

VOTE-BY-MAIL & PROVISIONAL

PROVISIONAL BALLOT PROCESS

DOE data entry staff complete the following:

1. Tally provisional ballots received from each precinct.
2. Insert Control Header Sheet for each precinct batch.
3. Process each provisional ballot, verifying why the voter voted provisionally. A voter may vote provisionally if:
 - Voter lost Vote-by-Mail ballot;
 - Voter not listed in the roster and claims to be a registered voter;
 - Voter who is listed in the Pink Roster must vote provisionally and provide a California Driver's license or California identification number, or must provide the last four digits of their social security number; or
 - Voter is voting outside of his/her the assigned precinct;
 - Voter has moved within San Francisco County and did not re-register
4. Determines if provisional ballot will be accepted or challenged.

DOE Ballot Distribution staff complete the following:

Same process as page 26-27

LOGIC & ACCURACY TESTING (CONTINUED)

TESTING OF VOTE TABULATORS TO BE USED FOR VOTE-BY-MAIL BALLOTS

For this election, there are 19 mail-in precincts. Ballots for these precincts, as well as all vote-by-mail ballots, will be tabulated using two 400C machines. These machines are stationed in the computer room of the Department of Elections. At least one precinct for each ballot type and all mail-in precincts will be tested on each machine type. The testing of the 400C machines is conducted similarly to the Insight testing using a select number of precincts representing all the ballot types.

After the Department of Elections staff has completed testing all the Insight, EDGE, and 400C machines, the results are presented to the L&A Board. The L&A Board, which is composed of registered voters who come from different fields of work, is responsible for reviewing and approving the Test Plan, and later, for reviewing and approving the overall result of the test. The L&A Board must approve and certify the testing no later than seven (7) days before the election.

Note: The scheduled dates for the testing will be made public at least three (3) days prior to start.

BALLOT DISTRIBUTION *PRECINCT BALLOTS*

The Department's Ballot Distribution staff receives, checks, and distributes unvoted precinct Optech ballots and generic Optech ballots (ballots without precinct numbers).

The ballot distribution process is as follows. Ballots are:

- delivered from the printer;
- checked for quality and quantity;
- logged and organized on shelves;
- assembled for Precincts, Field Election Deputies (FEDs) and District Leads (who provide field support); and
- picked up or delivered to Inspectors six (6) days before the election.

The Ballot Distribution staff also prepare precinct materials and supplies for Inspectors (see pages 13-14). These supplies are given to each Inspector when he/she arrives to pick up his/her precinct supplies prior to Election Day.

DISTRIBUTION OF BALLOTS AND INSPECTOR SUPPLIES

Inspectors pick up their precinct supplies at 240 Van Ness Avenue during the week prior to the election. In the event an Inspector is unable to pick up supplies, the Department of Elections will arrange for delivery.

The process is as follows:

- Inspector signs in at the reception counter, indicating the precinct they are assigned to;
- DOE staff verifies if Inspector is stating correct precinct assigned by referring to the list of precincts with the Inspectors' name;
- Inspector sign list
- Inspector is escorted to the waiting room;
- A staff member is dispatched to retrieve the precinct-specific Supply Bag from the storage room;
- Staff carries supplies and escorts the Inspector from the waiting room to the checking area;
- The Inspector and DOE staff check contents of Supply Bag together, verify contents, and sign the Custody Transfer Form (CTF). This form serves as a document to record the chain of custody of the ballots;
- DOE staff keeps the original of the signed Ballot Custody Form and Inspector keeps the remaining three (4) copies.

VOTE-BY-MAIL & PROVISIONAL BALLOTS (CONTINUED)

4. Upload scanned Vote-by-Mail ballots into DIMS (Data Information Management System) by identification number, which automatically prompts for signature verification;
5. Manual signature check of unscannable/damaged Vote-by-Mail ballot envelopes; and
6. Verify signatures and addresses by comparing them to the voter registration files. (CAEC § 3019)

Vote-by-Mail ballots may be challenged by the Department of Elections for the following reasons:

- No voter signature;
- Signature does not compare or match to the voter registration on file;
- Signed using power of attorney;
- Received after the close of the polls on Election Day;
- Returned by a third party who is not eligible or authorized to return the voted ballot on behalf of the absent voter;
- Faxed ballot by voter who has not been designated as a special Vote-by-Mail voter;
- Signature is printed;

DOE Ballot Distribution staff complete the following:

1. Manually sort accepted Vote-by-Mail ballot according to precinct numbers.
2. Open Vote-by-Mail envelopes using an envelope opener machine.
3. Remove ballots from ballot envelopes with the return address information side facing down to avoid looking at the voter's name.
4. Straighten ballots and lay flat
5. Insert Header Cards for each precinct
6. Ballots for tabulation are brought to the computer room at City Hall and counted by the Optech 400C voting system.
7. Read ballots are stored in boxes with tamperproof seals after counting. (CAEC § 15279).
8. Outstack ballots from the computer room will go to room 34 for ballot duplication

OFFICIAL CANVASS

VOTE-BY-MAIL & PROVISIONAL BALLOTS

VOTE-BY-MAIL & VOTED PROVISIONAL BALLOTS RETURNED

Vote-by-Mail and provisional ballots received from the polling places are secured at the Processing Center at Pier 48 Election Night and subsequently delivered to City Hall beginning at 8 a.m. the day following the election; the Vote-by-Mail vote count process begins that morning. The Provisional ballots are counted after all Vote-by-Mail ballots are processed.

BALLOT PROCESS

California Elections Code sections 3019 and 14310 establish the procedures for processing returned voted Vote-by-Mail and provisional ballots. Upon receipt of the Vote-by-Mail or provisional ballot, the elections official shall compare the signature on the envelope with that appearing on the affidavit of registration and, if they compare, deposit the ballot, still in the identification envelope, in a ballot container in his or her office. A variation of the signature caused by the substitution of initials for the first or middle name, or both, shall not invalidate the ballot. If the ballot is rejected because the signatures do not compare, the envelope shall not be opened and the ballot shall not be counted. The cause of the rejection shall be written on the face of the identification envelope.

No ballot shall be removed from its identification envelope until the time for processing. No ballot shall be rejected for cause after the envelope has been opened. AV's may be opened and ballots extracted starting January 25, eleven days prior to the election (CAEC § 15101).

DOE data entry staff complete the following:

1. Count and tally total Vote-by-Mail ballots;
2. Sort out Vote-by-Mail ballots that have no signature, were surrendered, spoiled/damaged, or have unsealed envelopes;
3. Prepare and batch scannable Vote-by-Mail ballots;

BALLOT DISTRIBUTION PRECINCT BALLOTS (CONTINUED)

Precinct supplies are packed in heavy-duty Supply Bags (rice bags) and are brought to the polling place by the Inspector. Precinct supplies include:

Contents of the Rice Bag

- Ballots
- (Black) Inspector Folder
- Provisional Envelopes (preprinted) (30)
- Voter Information Pamphlets (5 English)
- (Plastic) Supply Pack

Contents of the Black Inspector Folder

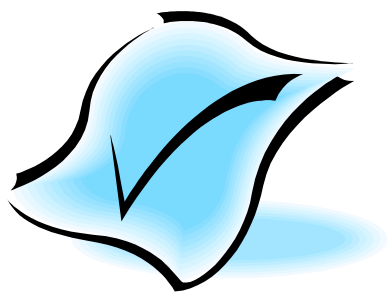
- Custody Transfer Form
- Security Procedures Form
- Precinct Staffing and Bilingual Requirements Form
- (White) Roster of Voters
- (Purple) Late but Eligible Voters list (*not all precincts have this list*)
- (Gray) Supplemental Vote-by-Mail Voters List
- (White) Payroll Sheet
- (Green) FED Phone Number Sheet
- (White) Street Index (2 copies: "Table" and "Posted")
- Precinct Map
- (Green) Precinct # sheet in a self-adhesive pocket
- Universal Accessibility Sign (*not all precincts have this sign*)
- Polling Place Key (*not all precincts have the key*)
- Special Instructions on how to set up polling place (*not all precincts have the instructions*)



BALLOT DISTRIBUTION *PRECINCT BALLOTS* (Supply Bag Contents CONTINUED)

Generic Materials

- (Blue) Polling Place List
- (White) List of Qualified Write-In Candidates (3)
- Citywide Map
- (Orange) E-Day Parking Permits (5)
- Inspector E-Day Feedback Form w/ Returned Envelope
- Red Cord with a set of 2 Insight Keys
- Voting Machine Issue Log (3)
- EDGE Closing Report
- Job Cards (Opening, During E-Day, Closing) (3 sets)
- Set of Closing Plastic Bags 1-10



ELECTION NIGHT RESULTS

The Department of Elections may begin to release results of the election after the close of all polling places on Election Night. Upon receipt of the votes reported at each precinct, the Department will tabulate and make available the results of all absentee and precinct ballots tabulated at 8:00 pm on Election Night.

Shortly after the close of polls, there will be three ways to access San Francisco's unofficial election results. They are as follows:

1. Screen display in the North Light Court on the first floor of City Hall
2. SFGTV Channel 26
3. The Department of Elections website:
<http://www.sfgov.org/elections>

The Department of Elections will also make printed reports available in the North Light Court in the following order:

- Vote-by-Mail Ballots **ONLY** for the first report
- First precinct results report
- Updated precinct results report

Reports will be distributed after the close of all polls and until 100% of precincts have reported.

An updated results report will be made available at 4:00 p.m. on Wednesday, February 6, and on most days thereafter.

The Department must process all votes, including Vote-by-Mail, Provisional, and write-in votes, before determining final election results. The Department will make final election results available within 28 days of the election, in accordance with state law.

UPLOAD

The procedures for upload are still in the process of being determined. Once planning is done, we will place our procedures on our website at <http://www.sfgov.org/elections>

BALLOT DISTRIBUTION *PRECINCT BALLOTS* (Supply Bag Contents CONTINUED)

Contents of the Plastic Supply Pack

- Ballot Marking Pens (12)
- Half sheet of “Provisional EDGE ID # _____” stickers
- Red Pen (1), Blue Pens (12), Pen Grips (2), Index Tabs for Roster (1 set)
- Pollworker Nametags (5 English, 4 Chinese, 2 Spanish, 2 Russian)
- Pin on badges for the nametags (5)
- Pollworker Pins (5)
- “I Voted” stickers (1 roll)
- EDGE Voter Cards (15)
- Green small plastic seal
- Yellow small plastic seal
- Orange sticker seal



ELECTION DAY ACTIVITIES

OBSERVING THE POLLS



The elections process is open for public observation. Poll monitors, including representatives of campaigns, may observe polling place activities from the time the polls open until all closing procedures are completed. Poll monitors must not disrupt the election process or interfere with a voter's right to cast ballots in secret. Please note the following when observing the polls:

- All poll monitors are to refrain from talking in loud voices or otherwise exhibiting behavior which could cause confusion, or the congregating of excessive numbers of persons inside the polling place. Interference with the election and canvass, or with a voter casting a ballot, is punishable by imprisonment in state prison for up to three years. CAEC § 18502
- Electioneering, including wearing campaign badges or taking campaign material or literature into the polling place, is not permitted within 100 feet from the entrance or door to the room in which voters sign the roster and cast their ballots. Only poll workers can post election signs within 100 feet of a polling place. CAEC § 18370
- The use of force, violence or tactics of coercion or intimidation to compel a person to refrain from voting at any election is a felony punishable by imprisonment in state prison. CAEC § 18540
- Pollworkers are instructed to report the presence of any persons or signs that may be intimidating to voters or cause interference with the voting process to the Department of Elections.
- Exit polling is permitted no closer than 25 feet from where voters are casting their ballots. No person may come into a poll to film voters, including voters in the booth, unless as the voter consents and there is no disruption to other voters or the voting process. (*Attorney General Opinion*), and as long as there is no intent to dissuade the voter from voting CAEC § 18541a3.

PROCESSING CENTER (CONTINUED)

SEPARATION AND TRANSPORT OF ROSTERS OF VOTERS AND BALLOTS

The sealed plastic bags Provisional envelopes and Voter Registration Cards (Bag # 5), the Rosters of Voters (Bag # 9), and Vote-by-Mail ballot envelopes (Bag # 6 and 7), are removed from the Supply Bags.

A raw count of Vote-by-Mail and Provisional Envelopes is taken on Election Night, and the Rosters of Voters and EDGE printers are scanned to track the precincts. At 8:00 am, EDay+1*, election personnel accompanied by Deputy Sheriffs transport the sorted Vote-by-Mail ballot envelopes and Provisional ballot envelopes and the Roster of Voters to City Hall.

Ballots from Bin 1 and Bin 2 (Bag # 1 & #2), Ballots from Auxiliary Bin (Bag #3), Spoiled (Bag #4) and un-voted ballots are kept at Pier 48 to start canvass the following day.

* EDay is Election Day



PROCESSING CENTER (CONTINUED)

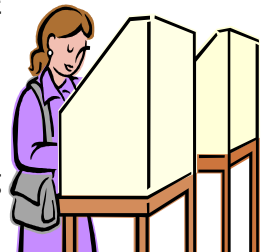
Following Election Day, Rosters of Voters, Vote-by-Mail Ballot Envelopes, Provisional Ballot Envelopes are transported to City Hall with Deputy Sheriff escort. The remaining materials (voted, unvoted and spoiled ballots) are removed and sorted by DOE personnel and placed in containers. The containers are wrapped and secured for transport to Pier 48 for canvassing.

RECEIVING OF SUPPLY BAGS AT PIER 48 ON ELECTION NIGHT

Deputy Sheriffs are assigned routes of approximately five to six precincts. After the close of polls, the Deputies pick up the Inspector Supply Bags and the plastic container with the EDGE printer from the precincts on their assigned routes, and transport the materials to the Elections Processing Center at Pier 48. The unloading zone at Pier 48 can accommodate nine vehicles and staff work in teams of four to five to unload and check the precinct numbers of the arriving materials. The Election staff and Deputy Sheriffs will sign the Custody Transfer Forms (CTF) when custody of the ballots are given to the Elections Department. Afterwards, the team moves the materials to a staging area for inventory and material recovery.

OBSERVING THE POLLS (CONTINUED)

- The area between the official table and the voting booths is available to voters only and may not be designated as an observer post. CAEC § 14221
- Poll Monitors may not sit at the official table. CAEC § 14223(a)
- Indexes marked to indicate persons who have voted are posted for reference for the public. Poll monitors are not allowed to remove or tamper with the street indexes. Signature rosters may be inspected provided there is no interference with poll operations or delay or inconvenience to the voters. CAEC §14202 & 14223(b)
- If a polling place is inaccessible to a voter with a disability, the voter may vote a ballot outside the premises in an accessible area as near as possible to the polling place. CAEC § 14282(c)
- Voters may request and receive assistance in voting if they declare under oath that they are unable to mark their ballots. Poll workers are instructed to complete the Assisted Voters List at the end of the Roster of Voters. CAEC § 14282(b)
- Poll workers may communicate with voters in a language other than English, but are permitted to do so only to provide election information or instructions. Special language assistants are permitted to help voters in the voting booth without a time limit. CAEC § 14227 and Voting Rights Act, VRA
- Damaging or tampering with voting equipment or official election materials in a polling place is a felony, punishable by imprisonment in state prison for up to 4 years. CAEC § 18564
- Smoking is not permitted inside the polling place.



CONDUCTING A CHALLENGE AT THE POLLS

Only an Elections Official may challenge a person's eligibility to vote. If you believe a person's eligibility to vote should be challenged and you have documented evidence of the reason for the challenge, you may initiate a challenge by contacting the DOE. The Director of the Department of Elections makes the final decision in a voter challenge.

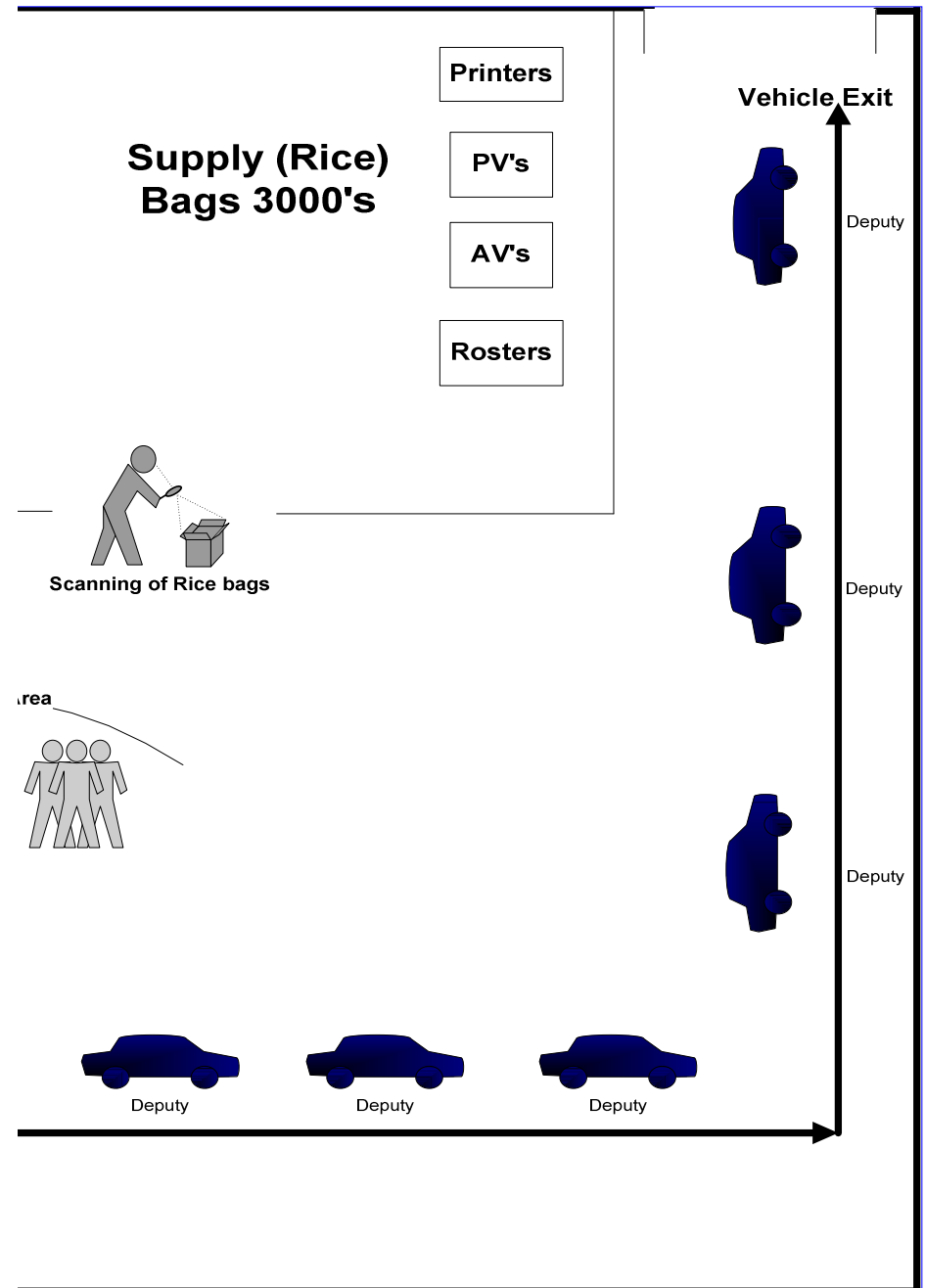
A person's eligibility to vote on Election Day may be challenged for any of the following reasons:

- The voter is not a resident of that precinct;
- The voter is not the person whose name appears on the roster;
- The voter is not a citizen of the United States;
- The voter has already voted that day; and/or
- The voter is on parole for the conviction of a felony.

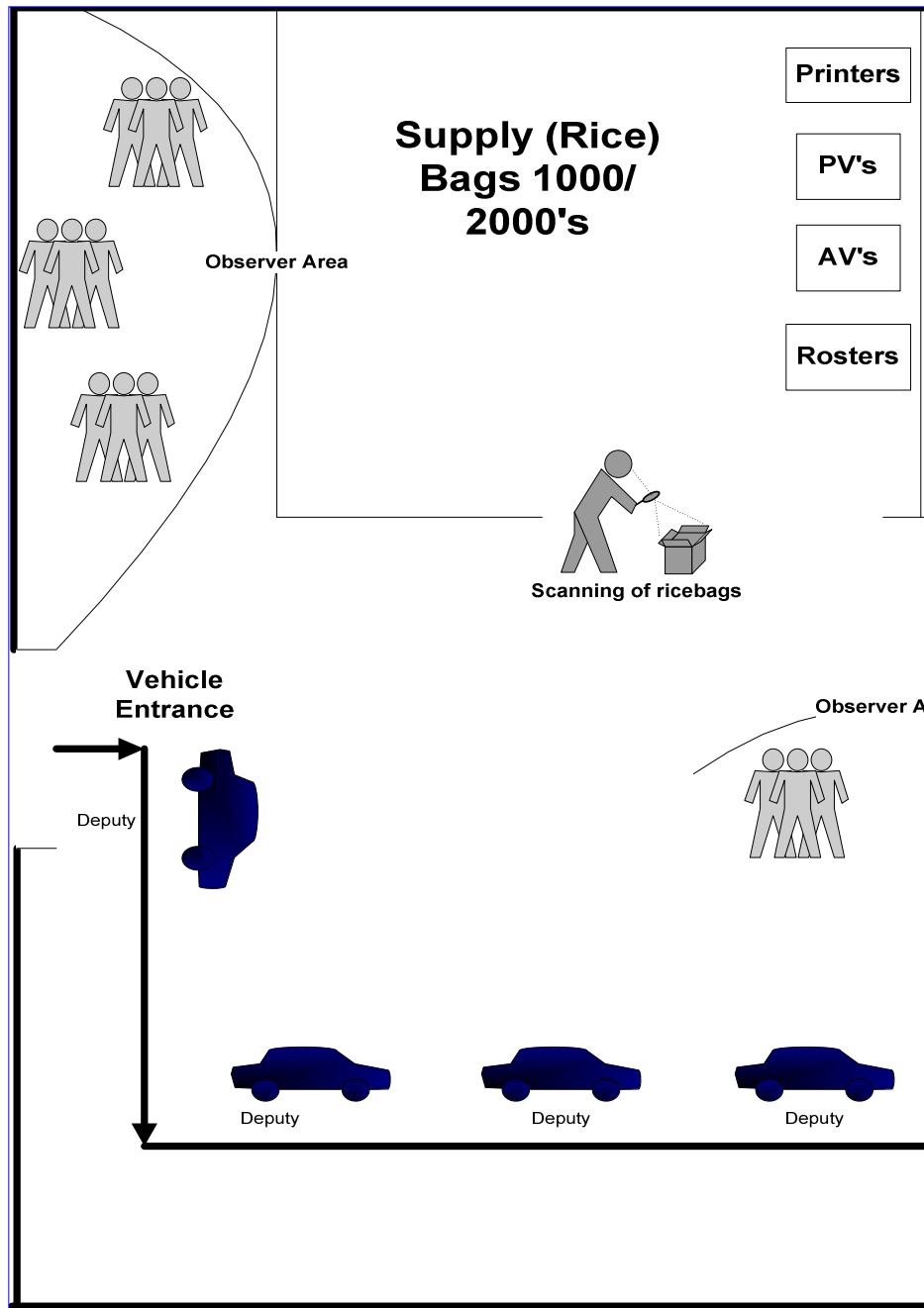
Important to remember:

1. *Without documentation, a challenge shall be resolved in favor of the voter.*
2. *If persistent challenging of a voter causes that voter (or others) to leave the polling place due to insufficient time or fear of intimidation, then the challenge must be dropped and noted in the roster.*

The Inspector Binder contains the complete list of the conditions and procedures for a voter challenge from the California Elections Code.



PROCESSING CENTER (CONTINUED)



PROCESSING CENTER

Hours on Election Night are 7:00 pm to 3:00 am
Location: Pier 48, the Elections Warehouse

At the close of polls, Inspectors sort and seal election materials in plastic bags and pack them in the Supply Bag for pick-up by Deputy Sheriffs.

- Bag #1: Ballots from Bin 1 (Voted Ballots)
- Bag #2: Ballots from Bin 2 (Voted Ballots)
- Bag #3: Ballots From Auxiliary Bin (Ballots NOT processed by Insight)
- Bag #4: Spoiled Insight and Ballot Pad Stubs
- Bag #5: Provisional Envelopes and Voter Registration Cards
- Bag #6: Voted Vote-by-Mail Envelopes
- Bag #7: Surrendered Vote-by-Mail Envelopes
- Bag #8: EDGE Printer in Black Bag
- Bag #9: Roster, Provisional Roster, Street Indexes, and Closing Cards
- Bag #10: Security Procedures Form, Voting Machine Issue Log Sheets and Broken Plastic



Seals

Deputy Sheriffs collect the plastic container containing the EDGE printer, Bags #1-10, and the unvoted Insight ballots. These items are placed into the Supply Bags and transported to the Department's "Processing

Center" at Pier 48.

Once the bags are brought to Pier 48 by Deputy Sheriff, Election staff help to unload the bags and plastic containers, collect signed Custody Transfer Forms (CTF) from Deputy to acknowledge receipt of bags. This form is use as documentation when custody of the ballots are transferred. After the materials are unloaded (Supply Bags with ballots), the barcodes on the Supply Bags are scanned to keep track of Supply Bags received at Pier 48 prior to being moved to the staging areas. The staging area is set up with pre-marked precinct numbers where the supply bags will be placed. When the Supply Bags reach this point, the following items are removed from the Supply bags: Roster of Voters, Vote-by-Mail ballot envelopes, and Provisional Ballot Envelopes.



Application for Appointment to Elections Observer Panel

Print Name _____
Last First MI

Home Address _____ Zip _____

Home Phone _____ Occupation _____

Work Phone _____ Employer _____

E-mail Address _____ Fax # _____

Business Address _____ Zip _____

Political
Affiliation _____

Education _____

Business and/or professional experience _____

Other professional information (optional) _____

Please State your qualifications (attach supplemental sheet if necessary) _____

Date: _____ Applicant's Signature _____

Please Note: Your Application will be retained for one year



*City & County of San Francisco
Department of Elections*

Declaration of the Election Observer Panel

I, the undersigned member of the Election Observer Panel, hereby declare to my knowledge, that: The _____ Election was conducted openly; I was allowed to observe and ask questions about the conduct of the election and the vote counting process; and I observed no improprieties during the process, except as noted below:

EXCEPTIONS (if any) _____

Dated: _____

Signature of Member



SAMPLE

January 14, 2008

Dear :

The Department of Elections will convene an Election Observer Panel to observe activities associated with the Presidential Primary Election, which will be held on February 5, 2008. Representatives of the county central committees, advocacy groups, the League of Women Voters, and the Civil Grand Jury, as well as media representatives, will be invited to participate.

Typically, members of the Panel visit one or more polling places on their own on Election Day and then visit Department of Elections in City Hall to observe the tabulation of ballots on election night. Panel members are also invited to observe staff at the Department of Elections as they process absentee ballots. Members of the Panel will be provided with the information they need to participate in these activities.

Should your organization be interested in participating, please appoint only *one* representative to the Official Elections Observer Panel. Please complete the enclosed/attached application, and return by fax to 415-554-7344 by Tuesday, January 22nd by 5:00 P.M. If we receive more than one application from your organization, we will select one applicant by lottery on Wednesday, January 23rd at 11:00 A.M.

If you have any questions regarding applying for the Official Elections Observer Panel, please contact us at 415-554-4375.

Thank you for your interest in protecting our electoral system.

Sincerely,

Coni Binaley
Campaign Services Division

OBSERVATION SCHEDULE

FEBRUARY 5 - ELECTION DAY

Area	Time	Task
AV Voting	7am-8pm	Absentee Voting
Voter Services	8am-9:30pm	Count/sort/wand/upload/signature check returned voted ballot from mail
Rm 59	8am-8pm	Process return vote-by-mail ballots: Sort/Extract ballots from envelope
Rm 34	7am-8pm	Sequoia Repair Technicians
Conference Room	8am-8pm	Remakes
Computer Rm	8am-4pm	Computer Ballot Count
Election Center	6:30a-10p?	Track Election Day problems & dispatch/resolve
Processing Center	8pm-finish	Receives Rice Bag from Polling Places via Deputies; a) Rice Bags scanned b) Rosters of voters(Bag #6), vote-by-mail ballots (Bag#7)and provisional ballots (Bag#5) are removed from Rice Bag c) Rosters of voters are removed from bag #6 and are scanned d) Remove AV Ballots from Bag #7 and placed in trays e) Provisional ballots will remain in Bag #5 and placed in trays f) Raw count is made on vote-by-mail & Provisional Ballots
240 Van Ness	5am-close of polls	Sends out supplies as needed
Polling Places	7:00am-8pm	Voting
City Hall McAllister entrance	7:00pm-finish	Upload Edge and Insight election results for tabulation a) setting up upload computers, connecting network wiring, and blocking off area for observation b) process Edge cartridges and Insight memory packs c) tearing down upload computers and networking establishment

FEBRUARY 6 - WED.

Voter Services	8am-5pm	Tally AVs from Processing Center, Sort, Count, Wand, Upload, Verify sigs.
Rm 59	8am-8pm	Process return vote-by-mail ballots: Sort/Extract ballots from envelope
Conference Room	8am-8pm	Remakes
Computer Rm	8am-8pm	Computer Ballot Count
Processing Center	8am	Transport to City Hall: a) Rosters of Voters b) vote-by-mail & Provisional Ballots

FEBRUARY 7 - THURS

Rm 34	8am-8pm	Remakes
Rm 59	8am-8pm	Process return vote-by-mail ballots: Sort/Extract ballots from envelope
Voter Services	8am-7pm	Process PVs thru 1st & 2nd pass to determine if valid
Computer Rm	8am-8pm	Computer Ballot Count
Pier 48	8am-5pm	Canvassing

FEBRUARY 8 - FRIDAY

Voter Services	8am-6pm	Process PV's thru 1st & 2nd pass to determine if valid
Rm 59	8am-8pm	Precinct Sort/Extract vote-by-mail ballots from Processing Center/ Process Provisional Ballots
Rm 34	8am-8pm	Remakes
Computer Rm	8am-8pm	Computer Ballot Count
Pier 48	8am-5pm	Canvassing

FEBRUARY 9 - SAT

Rm 59	8am-8pm	Process Ballots
Rm 34	8am-8pm	Process Remakes
Computer Rm	8am-8pm	Computer Ballot Count
Pier 48	8am-5pm	Canvassing
Voter Services	8am-5pm	Process PV's thru 1st & 2nd pass to determine if valid

FEBRUARY 10 - SUN

Rm 34	8am-8pm	Process Remakes & Write-Ins
Computer Rm	8am-5pm	Computer Ballot Count
Pier 48	8am-5pm	Canvassing
Rm 59	8am-8pm	Process Ballots